

Fund for the Improvement of Postsecondary Education

Program for North American Mobility in Higher Education

Fiscal Year 2006

**APPLICATION FOR GRANTS
(CFDA NUMBER: 84.116N)**

**U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Washington, DC 20006-8544**

CLOSING DATE: April 17, 2006

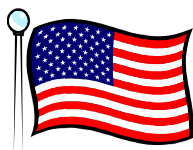
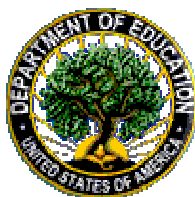


Table of Contents Page

Dear Applicant Letter

I.	Important Information Concerning Electronic Submissions	5
	Grants.gov Submission Procedures and Tips	5
	Instructions for Transmitting Applications	6
II.	Notice Inviting Applications for New Awards	9
III.	General Education Provisions Act (GEPA) Section 427	16
IV.	Government Performance and Results Act (GPRA)	17
V.	Guidelines for the North American Mobility Program	18
	Program Principles and Description	18
	The Students	22
	Preparatory Phase – First Year of Project	23
	Financial Considerations	24
	Selection of Projects	25
VI.	Instructions for Completing Forms for the North American Mobility Program	27
	Application Procedures:	27
	Instructions for Completing SF 424	30
	Instructions for Department of Education Supplemental Information for SF-424	32
	Definitions for Department of Education Supplemental Information For SF-424	34
	Instructions for Completing Summary Budget Form for U.S. Lead/Fiscal Agent	35
	Instructions for Completing the Consortia Identification Partner Form	37
	Submission Process: U.S., Canada, and Mexico	38
VII.	Application Checklist	39

Dear Applicant:

Thank you for your interest in applying for a grant under the Program for North American Mobility in Higher Education of the Fund for the Improvement of Postsecondary Education (North American Program). The North American Program is designed to assist colleges and universities in the United States, Canada, and Mexico in giving students a North American perspective to education and training in a wide range of subject areas. The ultimate intent of the Program is to assist with the building of a North American community. The governments of the United States, Canada, and Mexico have all issued guidelines to this end. Some differences do exist to reflect country-specific needs. Applicants from each country should use only the guidelines issued by their government when completing the applications. **The deadline for applications for this Program is April 17, 2006.**

The Program for North American Mobility in Higher Education fosters student exchange within the context of multilateral curricular development. Students benefit from having an added "North American" curriculum and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad. The Program is administrated collectively by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education; Human Resources and Skills Development Canada (HRSDC); and in Mexico by the Dirección de Desarrollo Universitario, Secretaría de Educación Pública (SEP).

Conceived in the spirit of the North American Free Trade Agreement (NAFTA), the first grant competition for this Program was held in 1995 followed by competitions in 1996, 1997, 2000, 2001, 2002, 2003, and 2004. Since 1995, a total of 78 consortia have been funded involving over 450 institutions of higher education and related non-profit organizations. Grants for the Program for North American Mobility in Higher Education will provide four years of funding. As in the last competitions, each country will provide support only for participating institutions within its borders. We anticipate that Fiscal Year 2007 projects will begin as early as September 1, 2006, but no later than November 1, 2006. We estimate that 10 new consortium grants will be made. Grants will be for four years of funding, including a first-year preparatory phase (see below). Grants for the U.S. consortia will likely be on the order of U.S. \$200,000 for the four-year period.

This letter highlights a few items in the fiscal year (FY) 2006 instructions document that will be important to applicants in the United States in applying for grants under the North American Program. *You should review the entire instructions document carefully before preparing and submitting your application.* Information on the North American Program also is accessible at the FIPSE web site at: www.ed.gov/FIPSE.

The Department requires applicants to use an Internet-based electronic system for submitting applications. We are requiring that applications for FY 2006 grants under the North American Program be submitted electronically using Grants.gov. *You are urged to acquaint yourself with the requirements of Grants.gov early. More information on Grants.gov is included throughout this instructions document. Grants.gov is accessible through its portal page at: <http://www.grants.gov>.*

All applicants must complete all of the forms associated with this competition. All forms are found in the application package downloaded from Grants.gov, these forms include the U.S. Department of Education's Standard Form (SF) 424, the Title Page form, the Budget Summary form, and the Consortia Identification Partner form. (Please note: When completing the Consortia Identification Partner form, it is essential that you list both the lead and partner institutions on each country before moving to another form.)

Please read the important document on the next page, which provides important information concerning electronic submission. It is important to know that the Grants.gov site works differently than the Department's e-Application system. The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application

unless you follow the procedures in the Federal Register Notice [see Notice Inviting Applications for New Awards] and qualify for an exception to the electronic submission requirement.

The requirements for obtaining an exception to the electronic submission have changed. If you think you may need an exception you are urged to review the requirements *promptly. Applications submitted late will not be accepted.* We suggest that you submit your application several days before the deadline date. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

Please note that Grants.gov does not allow applicants to “un-submit” applications. If you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must “re-submit” the application. You should know that if the Department receives duplicate applications, proposing to serve the same consortium, we will accept and process the application with the latest “date/time received” validation.

All applicants are required to adhere to the page limit of 20 pages (double spaced) for the Program Narrative. **The Notice, published in the *Federal Register* [see Notice Inviting Applications for New Awards] contains specific information governing page limits.**

You are reminded that the document published in the *Federal Register* is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Sincerely,

/signed/

Leonard L. Haynes, Ph.D.

Director,

Fund for the Improvement of Postsecondary Education (FIPSE)

Important Information Concerning Electronic Submissions

IMPORTANT – PLEASE READ FIRST

Grants.gov Submission Procedures and Tips for Applicants

Please note that the Grants.gov site works differently than the U.S. Department of Education's (Department) e-Application system. To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department.

REGISTER EARLY – Grants.gov registration is a one-time process that may take five or more days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started steps are complete. For detailed information on the Get Started Steps, please go to: "<http://www.grants.gov/GetStarted>"

SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

VERIFY SUBMISSION IS OK – You will want to verify that Grants.gov and the Department receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Check Application Status link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: "<http://www.grants.gov/assets/ApplicationErrorTips.doc>." If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site "<http://www.grants.gov/CustomerSupport>"

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the *Federal Register* notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 p.m., unless you follow the procedures in the *Federal Register* notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. [See the Federal Register notice for detailed instructions.]

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) You must provide on your application the DUNS number that was used when your organization registered with the Central Contractor Registry (CCR).

Please go to: "<http://www.grants.gov/ForApplicants>" for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage: "<http://www.grants.gov>."

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

MAC Users

If you do not have a Windows operating System, you will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the "http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf" \t "blank" and/or contact Grants.gov Customer Support "<http://www.grants.gov/CustomerSupport>" for more information.

If you do not have a Windows emulation program and electronic submission is required, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Instructions for Transmitting Applications

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications--specific requirements and instructions can be found in the *Federal Register* notice.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically:

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site <http://www.grants.gov> by 4:30 p.m. (Washington, D.C. time) on the application deadline date. If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the Notice Inviting Applications that was published in the *Federal Register*, the Grants.gov Submission Procedures and Tips document found in the application package instructions, and visit <http://www.grants.gov>.

According to the instructions found in the *Federal Register* notice, those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Applications Sent by Mail:

You must mail the original and two copies of the application on or before the deadline date to. To help expedite our review of your application, we would appreciate your voluntarily including one additional copy of your application.

Please mail applications to:

U.S. Department of Education
Application Control Center
Attention: CFDA# (84.044A)
400 Maryland Avenue, S.W.
Washington, DC 20202 - 4260

You must show one of the following as proof of mailing:

A legibly dated U. S. Postal Service Postmark.

A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.

A dated shipping label, invoice, or receipt from a commercial carrier.

Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier:

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the mailing instructions under the appropriate delivery method.

Applications that are delivered by commercial carrier, such as Federal Express, United Parcel Service, etc. should be mailed to the:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA# (84.044A)
7100 Old Landover Road
Landover, MD 20785-1506

Applications Delivered by Hand:

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including one additional copy of your application.

Please hand deliver applications to:

U.S. Department of Education
Application Control Center
Attention: CFDA# (84.044A)
550 12th Street, S.W.
PCP - Room 7041
Washington, DC 20202 – 4260

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and federal holidays.

Notice Inviting Applications for New Awards

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education--Special Focus Competition: Program for North American Mobility in Higher Education

Notice inviting applications for new awards for fiscal year (FY) 2006.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116N

Dates:

Applications Available: December 9, 2005.

Deadline for Transmittal of Applications: April 17, 2006.

Deadline for Intergovernmental Review: July 14, 2006.

Eligible Applicants: Institutions of higher education (IHEs) or combinations of IHEs and other public and private nonprofit institutions and agencies.

Estimated Available Funds: The Administration has requested \$300,000 for this program for FY 2006. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: \$25,000 - 30,000 for the first year only.

Estimated Average Size of Awards: \$30,000 for the first year only. \$210,000 for four-year duration of grant.

Maximum Award: We will reject any application that proposes a budget exceeding \$215,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 10.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 48 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To provide grants or enter into cooperative agreements to improve postsecondary education opportunities by focusing on problem areas or improvement approaches in postsecondary education.

Priority: Under this competition, we are particularly interested in applications that address the following priority.

Invitational Priority: For FY 2006 this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is designed to support the formation of educational consortia of American, Canadian, and Mexican institutions to encourage cooperation in the coordination of curricula, the exchange of students, and the opening of educational opportunities among the United States, Canada, and Mexico. The invitational priority is issued in cooperation with Canada and Mexico. These awards support only the participation of US institutions and students in these consortia of American, Canadian, and Mexican institutions. Canadian and Mexican institutions participating in any consortium proposal responding to the invitational priority may apply, respectively, to Human Resources and Skills Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for additional funding under separate but parallel Canadian and Mexican competitions.

Program Authority: 20 U.S.C. 1138-1138d.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$300,000 for this program for FY 2006. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

Estimated Range of Awards: \$25,000 - 30,000 for the first year only.

Estimated Average Size of Awards: \$30,000 for the first year only. \$210,000 for four-year duration of grant.

Maximum Award: We will reject any application that proposes a budget exceeding \$215,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 10.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: IHEs or combinations of IHEs and other public and private nonprofit institutions and agencies.

2. Cost Sharing or Matching: This program does not involve cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Sylvia W. Crowder, Fund for the Improvement of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8544. Telephone: (202) 502-7514.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may contact the Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site: www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.116N.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 20 pages (double spaced), using the following standards:

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, reference, and captions, as well as all text in charts, tables, figures, and graphs.

Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: December 9, 2005.

Deadline for Transmittal of Applications: April 17, 2006.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically or by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: July 14, 2006.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Program for North American Mobility in Higher Education--CFDA Number 84.116N must be submitted electronically using the Grants.gov Apply site at: <http://www.grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Program for North American Mobility in Higher Education at: <http://www.grants.gov>. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search.

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are time and date stamped. Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date/time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date/time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionprocedures.pdf>
- To submit your application via Grants.gov, you must complete all of the steps in the Grants.gov registration process (see <http://www.Grants.gov/GetStarted>). These steps include (1) registering your organization, (2) registering yourself as an Authorized Organization Representative (AOR), and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.pdf>). You also must

provide on your application the same

D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to successfully submit an application via Grants.gov.

- You must submit all documents electronically, including all information typically included on the Application for Federal Education Assistance (SF 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified above or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically, or by hand delivery. You also may mail your application by following the mailing instructions as described elsewhere in this notice. If you submit an application after 4:30 p.m., Washington, DC time, on the deadline date, please contact the person listed elsewhere in this notice under For Further Information Contact, and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number (if available). We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: Extensions referred to in this section apply only to the unavailability of or technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because—

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Sylvia W. Crowder, U.S. Department of Education, 1990 K Street, NW., room 6154, Washington, DC 20006-8544. FAX: (202) 502-7877.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S.

Postal Service or a commercial carrier), your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116N)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: (CFDA Number 84.116N)
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark,
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
- (3) A dated shipping label, invoice, or receipt from a commercial carrier, or
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116N)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

(1) You must indicate on the envelope and — if not provided by the Department — in Item 4 of the Application for Federal Education Assistance (SF 424) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for evaluating applications for this program are from 34 CFR 75.210 of EDGAR and are listed in the application package.

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are applications that demonstrate a tri-lateral, innovative North American approach to training and education.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The success of this program depends upon--1) The extent to which funded projects are being replicated (i.e., adopted or adapted by others); and 2) The manner in which projects are being institutionalized and continued after funding. These two performance measures constitute the Fund for the Improvement of Postsecondary Education's (FIPSE's) indicators of the success of the program. If funded, you will be asked to collect and report data from your project on steps taken toward achieving these goals. Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Institutionalization and replication are important outcomes that ensure the ultimate success of international consortia funded through this program.

VII. Agency Contact

For Further Information Contact: Sylvia W. Crowder, Fund for the Improvement of Postsecondary Education, Program for North American Mobility in Higher Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8544. Telephone: (202) 502-7514.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html
Dated:

/signed/
Sally Stroup,
Assistant Secretary for Postsecondary Education.

General Education Provisions Act (GEPA)

Section 427

ALL APPLICANTS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

*Note: Applicants are required to address this provision by attaching a statement to the GEPA "Notice to All Applicants" form that is included in the North American Mobility application package that must be downloaded in Grants.gov.

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act (GPRA) of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of Federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

FIPSE performance is focused on 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and 2) the manner in which projects are being institutionalized and continued after grant funding. These two results constitute FIPSE's indicators of the success of our program. Consequently, applicants for FIPSE grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria discussed below. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

Guidelines for Completing the Application for the North American Program

Program Principles and Description

The Program for North American Mobility in Higher Education is a grant competition run cooperatively by the governments of the United States, Canada, and Mexico. The purpose of this competition is to promote a student-centered, North American dimension to education and training in a wide range of academic and professional disciplines. The Program will fund collaborative efforts in the form of consortia consisting of at least two academic institutions from each country. The funding period will be for up to four years. This is the fourth grant competition for this program.

The governments of the United States, Canada, and Mexico have all issued similar guidelines. Some differences do exist to reflect country-specific needs. **Applicants from each country should use only the guidelines issued by their government when completing the application packet.**

The principles of this program are based on recommendations that emerged from the Guadalajara Conference of 1996, the Vancouver Communiqué of 1993, and the Wingspread Declaration of 1992, which called for strengthened cooperation in higher education, research, and training among the United States, Canada, and Mexico.

The current grant guidelines are essentially similar in principle to the guidelines used in the 1995, 1996, 1997, 2000, 2001, 2002, 2003, and 2004 competitions but reflect revisions based on lessons learned from the experiences of past funding rounds. One important change, first instituted in the 2000 competition, has been the lengthening of project periods from three to four years by adding a first-year preparatory phase. Consortia in the past generally needed more time to prepare an administrative infrastructure before they began sending students abroad for study. Administrative agreements in the form of formal memoranda of understanding are key to the smooth operation and development of consortium projects as well as the ultimate institutionalization of these projects at all of the participating colleges and universities.

The new first-year preparatory phase will allow grantees to formalize the consortium agreements on issues such as credit recognition and/or transfer among institutions; fees and tuition arrangements; language requirements; and student visa requirements. These administrative issues have been so important to the development of good projects that FIPSE, HRSDC, and SEP decided to make funding subsequent to the preparatory phase contingent upon a consortium's satisfactory progress in these areas.

FIPSE, HRSDC, and SEP have revised these guidelines to emphasize better the importance of curriculum development, language and cultural preparation, and student mobility.

Objectives

The purpose of this competition is to promote a student-centered, North American dimension to education and training in a wide range of academic and professional disciplines that complement existing forms of bilateral and trilateral exchange programs among the three countries.

The Program aims to improve the quality of human resource development in the three countries and to explore ways to prepare students for work throughout North America through –

1. the mutual recognition and portability of academic credits among North American institutions;
2. the development of shared, common, or core curricula among North American institutions;
3. the acquisition of the languages and exposure to the cultures of the United States, Canada, and Mexico;
4. the development of student apprenticeships or other work related experiences; and

5. an increased cooperation and exchange among academic personnel among North American institutions. This program encourages consortia to achieve these objectives by extending partnerships beyond higher education and training institutions to include others such as business, professional associations, and public authorities in the three countries.

Scope of the Program

This initiative will support a limited number of innovative projects, which can best be carried out through multilateral groupings. The Program is not designed or intended to duplicate activities, which are, or can be, carried out on a bilateral basis between the United States and Canada or the United States and Mexico.

The Consortia Partnerships

Your proposed consortium must involve at least two active partner higher education or training institutions from each of the three countries involved. Partnerships among institutions in different states in the United States and Mexico and from different provinces in Canada will be preferred. You may also add third and subsequent partners from other education and training institutions or other relevant organizations (e.g. businesses, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) in the same or other states or provinces. Please note, however, that funding is intended only for academic institutions in each consortium. You should make sure that there is parity in the number of academic institutions from each country involved in each consortium. Make sure that all of your academic institutions intend to participate fully in the project.

Your consortia should nominate one lead institution from the United States and one each from Canada and Mexico. In the case of Mexico, the lead must be a public institution. The members of your consortium must jointly prepare a common proposal. The lead institution in each country then must submit a separate proposal to its respective government agency (see a listing under Submission Process). Though guidelines published by all three governments are essentially the same, you should make sure that each lead institution refers to its respective government guidelines as different country-specific needs and requirements do apply.

Each partner institution should include in the proposal a letter of endorsement from the senior executive officer (e.g., rector, vice-chancellor, president) as well as from other officials responsible for international student activities (directors of international affairs, registrar, academic deans and/or department heads). These letters should indicate how the project fits within the international strategy of the institution and should emphasize how this project will complement that strategy. Endorsement letters should also indicate the institution's willingness and intent to sign agreements on credit transfer and tuition fee waivers with partner institutions. Letters should detail how the institution intends to support this program in the areas of institutional financial commitment, student language preparation, and student tuition and fees.

You may create new partnerships or build on existing international or domestic linkages. Projects, however, must be new; you should not simply duplicate or extend existing activities.

It is important that you clearly indicate each partner's contribution to the joint project in addition to the description of the project director at each institution. You should also include descriptions of all project staff who will be involved.

FIPSE, HRSDC, and SEP give a high priority to ensuring the broadest possible participation in the Program. Given the relatively small number of projects that can be funded, individual departments, and academic or professional programs should not apply to participate in more than one consortium project at any given time.

The Cooperative Projects

Your project should draw upon and complement the international mission and staff expertise of each of the member institutions of the consortium. It is important that your project be clearly student-centered rather than research-oriented. When designing a project, you should always keep in mind the potential academic and

professional impact that this project will have on students from all three countries. You should clearly describe the target student population (e.g., fourth-year undergraduate business students at a university; second-year students of aviation mechanics at a technical college). You should also state the number of students who will benefit from the project.

All disciplinary fields, including the Arts and Humanities, as well as cross-disciplinary studies, both at graduate and undergraduate levels, are eligible for consideration. FIPSE, HRSDC, and SEP have a strong interest in supporting projects designed to increase professional mobility in fields that are of relevance to the evolving North American trade relationship, the environment and sustainable development, public health, and human resources development.

The Cooperative Activities

Successful trilateral projects are ones that clearly integrate curriculum development and student mobility in a meaningful way. Your project needs to focus on its own innovative "North American" approach to training and education. The activities should aim not only to send students abroad, but also to integrate a new perspective into what one learns and how one learns.

While you design new curriculum, you should aim to fully integrate students into the normal academic and cultural milieu of the host institution and community. Students should take most, or all, of their courses at the host institution alongside native students, rather than in special courses for foreign students.

Competitive proposals will focus on the following key activities:

- **Development of organizational frameworks for student mobility, which include full transfer and/or recognition of credit for study abroad.**

You should identify the groups of students who will participate in the proposed project. Experience shows that projects work best if they target advanced undergraduate students at two- or four-year colleges or graduate students in their second or third years. This arrangement allows for planning and recruitment for study abroad well before student departure to the partner institutions. It also allows for adequate foreign language training for students and gives students more time to plan for their trip. Your proposal should explain how long a student will be studying abroad and how credit for academic work at the partner institutions will be transferred to or recognized by the student's home institution. Note that student participation in these programs should not prolong time to degree.

- **Development of innovative curricula, teaching materials, methods and modules.**

Your proposal should address an important curricular problem or need and describe a strategy to address it. Your proposal should address how your project implements a new educational program or improves current practice to prepare students to work in an international context. Please detail the program of study in terms of the courses, research training, internships, or work placements that students might typically take at both the home and the host institution. You should indicate whether the proposed curriculum is based on existing courses offered at partner institutions or will involve new courses that are to be developed by the consortium. Your proposal should address how the students' experience abroad will be integrated into the existing academic program prior to and following study abroad. You should describe all additional activities which you plan to organize which may include intensive programs, faculty exchanges, development of teaching materials, use of new technologies and/or the integration of distance learning.

- **Development of adequate language preparation and assessment.**

You should explain in detail how students will gain language proficiency adequate enough to participate in studies at the host institution. Discuss what level of language proficiency you are targeting and why. Discuss the resources you will be drawing upon to achieve language proficiency. An example might be how your foreign language departments will play a role in training departing students in French and/or Spanish. You should discuss how the U.S. host institution helps in-coming students with the

improvement of English skills if they need it. You should also discuss how you will assess if students are ready for instruction in a language other than their own. Please note that consortia that propose to offer courses or seminars only in English will not be considered competitive. Language proficiency is key to a student's integration in the academic culture of the host institution.

- **Development, where appropriate, of apprenticeships or work placements.**

If your project involves work experience, you should address how you will establish and organize student apprenticeship opportunities or work placements in one or both of the partner countries. This includes how long the apprenticeship or work placement will last and how it will conform to the applicable laws and regulations of the host country. Please discuss who will oversee internships. You should describe how students will build upon this experience upon their return.

- **Development, where appropriate, of a cross-national framework for professional certification, licensure and/or program accreditation for North America.**

If your project focuses on professional education, you should discuss how your project will work with private, state, and national professional associations and/or accrediting organizations to develop means for international quality assurance and certification.

- **Development of a strong project evaluation plan.**

Formative evaluation helps with project management and a strong summative evaluation helps projects become models for other institutions and consortia to follow. You should develop a detailed evaluation plan which states the goals of your project and indicates what qualitative and quantitative evidence you will gather to measure the success of your project. ***You should list the name of an external evaluator who will help you with the evaluation.***

- **Submission of an annual performance report.**

The US, Canadian, and Mexican funding agencies will carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Each project leader will be required to submit to their respective government agency an annual progress report, which discusses progress on project goals, including curricular development, student mobility, and project expenditures. Annual reports must include submissions from all partner institutions covering their activities as well.

- **Participation in annual meetings.**

An important part of the Program for North American Mobility in Higher Education is the Annual Meeting, held over a period of about three days on a rotating basis in each of the partner countries. This meeting is intended to serve as a medium where different consortia can meet together to share ideas on what works. It is also intended as a forum for discussion to help guide the three funding agencies to make important trilateral decisions on how best to coordinate this program. Consortia are also given time during the Annual Meeting to meet as a group by themselves as well as with their program officers from the three countries. Please make sure that your budget includes funding to support adequate participation in these meetings.

FIPSE, HRSDC, and SEP also will consider applications that integrate, in addition to the activities described above, other innovative approaches to affect successful trilateral cooperation in higher education. Some examples might be: new web-based and other computer-based technologies to enhance the collaborative development of a trilateral project.

You may wish to use new distance learning technologies to enhance intra-project communication, curriculum development, teaching and learning, and preparation of students among the three countries. Further, new

technologies can be used to expand access to the project. A consortium, for example, can use the Web to give access to all students at their participating institutions to course material that is part of the common core established by the consortium, commonly developed by the consortium, or available at each of the partner institutions.

You may consider short intensive programs to enhance (not to substitute for) regular student exchanges. In addition to longer semester or year-length student exchanges, applicants may also plan to create shorter, highly intensive programs which engage larger numbers of students for shorter periods of times (6 - 8 weeks). Explain how the intensive programs are well integrated into the students' regular curriculum. You should outline efforts and plans to promote language proficiency for students who will participate in short intensive programs, just as you would for students participating in longer exchanges.

The Students

One important objective of the North American program is to develop ongoing structured opportunities to allow students to pursue academic or professional studies in partner countries other than their own. For this reason, the three governments are interested in projects that will continue to facilitate student mobility well after the end of the grant period.

Your application should focus on the impact your idea has on students. This means that you should address student mobility in detail. You should discuss what value your project adds to your particular field of study through a North American approach and how you believe students will benefit academically and professionally from such a perspective. Make sure that you cover in detail the student related issues covered in the cooperative activities section above and the student mobility section below (curricular development, academic recognition, language and cultural preparation, tuition and fees, student service support).

Student Mobility Numbers and Duration

Number: On average, you should plan for each partner institution to move no fewer than seven (7) students over the life of the project. Proposals for moving a greater number of students will be considered more competitive.

Duration: Participating students from all partner institutions should have opportunities to study at one or more foreign member institutions for a period of one, or preferably two, semesters. If your project involves internships, the duration of time abroad may be longer.

Student Recruitment

A major factor contributing to the success of consortia is a good plan for student recruitment. Your student recruitment plan should be forward thinking, targeting first- and second-year students as well as graduating high school students as potential recruits for your new program. Since language learning is a key component of this program, get students thinking about the program early and help guide students to make the proper course choices to ensure that they can acquire an adequate level of language proficiency in advance. You should discuss how you intend to provide access to a broad representation of the student population with respect to ethnicity, sex, and economic status.

Academic Credit Recognition

In order to assure that students do not increase their time to degree, you must make sure that students who study abroad can get academic credit for their work at their home institution. You should outline in detail how you intend to ensure full academic credit recognition for a student's study time abroad. You should discuss what formal administrative assurances home institutions will provide students that their study abroad will be fully credited upon their return and how student academic work will be evaluated from one consortium institution to the next. Please note that formal agreements for credit recognition must be signed by participating institutions by the end of the preparatory phase.

The content of the individual's study program must be agreed to in writing by the home and host institutions and the individual student concerned before the student's departure. This should indicate the home institution's assurance that the study abroad, if successfully completed, will be recognized as fulfilling a comparable period of study in the home institution.

Language/Cultural Preparation

Since a key objective of this Program is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, you must clearly address the cultural and linguistic instruction you plan to give students before, during, and after their study abroad period. Language preparation includes a means for determining whether students have sufficient language proficiency to study in the language of the host country and host institution. You should also discuss a strategy for ensuring that students can acquire an appropriate level of proficiency. Please describe what institutional and other resources will be used to prepare students or guest students to study within the framework of the program (foreign language education, testing and assessment programs or other related services).

Fees

Students studying abroad will pay the usual tuition and fees at their home institution and should incur no additional payments to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities.

Student Stipends

Student stipend money is intended to offset additional costs incurred by students traveling abroad over the costs of remaining at the home institution (see section on financial considerations). Legitimate costs include travel, room and board expenses. Stipend money must not be used for tuition or fees (see "Fees"). The amount of money allotted a student for study abroad should reflect the additional cost incurred. Students who study for shorter times or in less expensive cities should receive less money than students who study for longer periods of time or in more expensive places. The maximum amount of federal stipend money allotted to any one US student may not exceed \$3,000. Please note that student mobility money is intended for foreign study only. This means that stipends may not be used to move students to institutions in their own countries.

Student Support and Services

You should discuss what student services you will provide to help students navigate these new programs at both the home and the host institutions in all three countries. The aim is to ensure that participating students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. You should include details about pre-departure orientation activities at the home institutions and reception and orientation activities at receiving institutions. You should also identify how returning students will be integrated into their home institutions following their international study experiences.

Preparatory Phase - First Year of Project

Successful North American projects are built upon strong inter-institutional agreements that are confirmed by signed memoranda of understanding among institutional partners. For this reason, the three governments have decided to support an initial year of funding to allow grantees to complete administrative planning and cooperative trilateral arrangements at the inter-institutional level. Student mobility will begin only after the successful completion of the preparatory phase (but no later than the end of the second year of the project). During the first year, consortia must formalize agreements in the following areas:

- institutional financial commitment to the project.
- financial sustainability beyond the government funding period.
- student recruitment and selection.
- student language preparation.
- student tuition and fees.
- student credit transfer and/or recognition.
- faculty and curricular development.

In order to ensure the success of the entire project, funding for the subsequent three years will be contingent upon satisfactory achievements during the preparatory first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve goals and objectives in all of the areas identified above.

As a minimum requirement, by the end of the first year the trilateral consortium will be required to submit to the three funding authorities copies of formal agreements signed by all partner institutions with respect to (a) academic credit transfer and recognition, and (b) student tuition and fees.

Projects that do not satisfactorily meet these preparatory requirements by the end of the first year will not be extended government support beyond that point.

IMPORTANT: The preparatory phase of the project does not reduce the need for you to develop and present clear and detailed plans of action and signed support letters from all of your partner institutions at the time of application. The application must be completely and fully developed, including a section on the preparatory phase that describes plans to address the issues identified above.

Financial Considerations

Grants for the Program for North American Mobility in Higher Education will provide four years of funding. Most grants will be for four years of funding, including a first-year preparatory phase (see below). Each country will provide support only for participating institutions within its borders. Awards are intended to provide seed funding for carrying out joint innovative projects, which can be established within this period and which, once established, can be continued without ongoing program support. It is essential that you indicate in your proposal how activities will be sustained beyond the funding period.

Your projects should be cost-effective in their design and administration. The most competitive proposals will attempt to maximize the number of students going abroad through wise use of stipends and other institutional resources.

Country Support

Each government will provide financial support only for participating institutions within its borders. You should note that funding levels provided by each country may vary. We recommend that funding arrangements be worked out by consortium members prior to submitting a proposal.

The United States will provide a total of approximately \$2 million over four years to support the participation of US institutions and students in these consortia. Canada and Mexico will each provide financial support for their participants.

For US institutions, financial support per consortium for the life of the project is anticipated to be on the order of \$200,000. US consortium members should limit their budget to \$30,000 for all US partners for the first-year preparatory phase. US institutions may also request funds in years two, three, and four for the purposes of curriculum development. This might involve covering the costs to host a consortia meeting at a US partner institution or to attend such a meeting at a Mexican or Canadian partner institution. Curricular development money may also be used to supplement costs related to Web site development if they are directly related to the project. Student mobility funds should not be budgeted in the first year of the grant.

Awards and Institutional Commitment

FIPSE, HRSDC, and SEP will award funding to successful consortia via the lead partner in each country. Awards are intended to cover a portion of the total costs of the activities to be undertaken. As the project is intended to be of long-term benefit to the partner institutions and their students, your institutions should make a substantial contribution to the project as evidence of their commitment to its objectives.

Annual Meeting

You should include in your budget the costs for the Annual Meeting for you and your US partners. We anticipate that there will be an annual meeting in 2006 in Mexico. The 2007 Annual Meeting will be held in the U.S. and the 2008 Annual Meeting will be held in Canada.

Selection of Projects

FIPSE, HRSDC, and SEP, assisted by panels of independent experts, will make selections on a trilateral basis. While overall attention will be paid to a balance of benefits, to good geographic spread, and to supporting a diverse range of institutions, reviewers will judge the proposals primarily on the basis of the following four selection criteria, weighted equally:

1. **The significance of the proposed project**, as determined by –
 - The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;
 - The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and
 - The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

You should describe the nature and scope of the proposed project, the key elements and reasons for the proposed partnership, and the particular North American context and perspective of the project. How central is the program to the vitality of developing a North American dimension to your discipline or profession? What will be the national and international consequences of a successful completion of the project? How are other institutions of higher education likely to benefit or learn from your experience in ways that would enable them to provide a North American perspective to your discipline or profession?

2. **The quality of the design of the proposed project**, as determined by –
 - The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and
 - The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

Your narrative should offer reviewers a clear description of the roles of each partner. It should cover who will do what, when, where, and with what anticipated results. Your strategies should be carefully designed to address the central purpose of your project, based on your own research and experience, and based on previous experience by others. Scatter-shot approaches to vaguely defined problems make poor prospects for funding. The project's goals and objectives should be clearly identified and measurable.

3. **The adequacy of resources**, as determined by –
 - The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project;
 - The potential for continued support of the project after FIPSE/HRSDC/SEP funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support; and
 - The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

It is important to provide evidence that the plans you propose have the support of those who will authorize them, those who will carry them out, and those who will be affected by them. You should

include in your proposal, in an attachment, letters of commitment and support from senior administrators of members of the consortium. You may also include endorsements by national or international experts in your field to support the significance of your project. Applicants are advised that the quality of the letters of support is important, not the quantity.

An important element of your design is the level of commitment from all of the partners in the consortium. Partners should not be selected only because of name recognition or size. Partners should be selected for the demonstrated level of interest in being part of the project as well for providing evidence for making a substantial commitment to the success of the project.

4. **The quality of the project personnel**, as determined by –
 - the qualifications, including training and experience, of key project personnel; and
 - the extent to which the applicant encourages applications for employment from persons who are members that have traditionally been under-represented based on race, color, national origin, gender, age, or disability.

The qualifications of key personnel, including the project director at the lead institution and the staff at the partner institutions, should be briefly outlined in an appendix to the proposal. Please note that a standard curriculum vita is not appropriate for this purpose. What is needed is a short-form résumé and a brief narrative summary of each individual's background, with a special focus on those experiences related to the topic of your proposal.

Instructions for Completing the Forms found in the Grants.gov Application Package for the North American Mobility Program

Application Procedures

Each North American consortium should prepare a common proposal that contains the following elements. The proposal should contain sufficient information and details to allow the evaluators to judge the capacity of the project to meet the objectives of the North American Program. You and your Canadian and Mexican lead partners should submit to FIPSE, HRSDC, and SEP proposals that are identical in content. **You must download the application package found in Grants.gov to complete and submit the application.**

1. **SF 424.** Please follow the attached instructions to complete the SF 424 on page 30.
2. **DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR THE SF 424.** Please follow the attached instructions to complete the ED Supplement to the SF 424 on page 32.
3. **ED FIPSE PROJECT TITLE FORM.** Complete each item using the guidelines below.

Program: Select North American Program

Consortium Members -- U.S. Partners:

Enter the name of the lead U.S. Partner after Lead

Enter the name of the U.S. Partner after Partner

Leave the second Partner blank

Consortium Members -- Foreign Partners:

Enter the name of the lead Foreign Partner (for Mexico or Canada) after Lead

Enter the name of the Foreign Partner (for Mexico or Canada) after Partner

Leave the second Partner blank

Consortium Members -- Foreign Partners:

Enter the name of the lead Foreign Partner (for Mexico or Canada, whichever was not used in the first Foreign Partner section) after Lead

Enter the name of the Foreign Partner (for Mexico or Canada, whichever was not used in the first Foreign Partner section) after Partner

Project Title: Enter the title of the project. There is a 60 character limit in this field.

Abstract of Proposal: Enter a brief summary of the project. This should be concise and confined to the space provided, but in no case should you leave this space blank. This description should include the total number of students in each country to be moved during the project. There is a 1000 character limit in this field.

Select project format: Select the Four-year consortia project.

Federal Funds Requested: Enter the amount of Federal funds being requested from FIPSE in the first year of the project. Because the first year is for preparatory work, please limit this request to \$30,000. Enter the amount requested for subsequent years of funding. Under "total" enter the cumulative amount requested for the life of the project.

4. **ED FIPSE BUDGET SUMMARY FORM.** Please follow the attached instructions to complete the ED FIPSE Budget Summary form on page 35.
5. **ED FIPSE CONSORTIUM PARTNERS IDENTIFICATION FORM.** Please follow the attached instructions to complete the ED FIPSE Consortium Partners Identification form on page 37. It is essential that you list the details of all North American partners.

PLEASE NOTE: You are required to complete this form for both the lead partner and partner two on the original form and the first extracted copy. IF YOU DO NOT COMPLETE ALL REQUIRED INFORMATION YOUR APPLICATION WILL NOT BE SUBMITTED PROPERLY AND WILL BE REJECTED BY GRANTS.GOV.

6. **ED ABSTRACT FORM.** You will attach an overview outlining the key features of the project, including the total number of students from each institution being exchanged over the duration of the project, to this form. The summary should include the following items:
 - Title of project.
 - Summary of program and project activities.
 - List of U.S., Canadian, and Mexican consortium institutions.
 - Number of U.S., Canadian, and Mexican students targeted for study abroad.
 - Length of study abroad time.
 - Number of planned trilateral consortium meetings among coordinating institutions and approximate location (note: the Annual Meeting should count as one per year).
7. **PROGRAM NARRATIVE ATTACHMENTS FORM.** You will attach your project description to this form. In no more than 20 double-spaced pages, you should include an overview that describes the project, its objectives, strategies for achieving those objectives, and for each year of the project, the expected outcomes of the project and how success in achieving those objectives would be measured. (For more information on the guidelines refer to pages 18 through 24 of this instructions document.)
Each application should include a well-written evaluation plan aimed at measuring success of the project's activities and outcomes through solid quantitative and qualitative evidence. This plan must be coordinated among partners to ensure that the success being measured is consortia-wide.
PAGE LIMIT:
A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, reference, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). The page limit does not apply to the budget section, including the narrative budget justification, the assurances and certifications, or the abstract, the resumes, the bibliography, or the letters of support. Our reviewers will not read any pages of your application that exceed the page limit.
8. **BUDGET NARRATIVE ATTACHMENT FORM.** You will attach the budget narrative for each year to this form. The budget narrative should detail all expenses for each year of the life of the project and how they have been determined.

The budget should clearly identify travel costs and other relevant expenses. It should further indicate how much of this budget is being requested from FIPSE and how much is to be covered from other sources. Clearly indicate the breakdown of expenses among the Canadian, Mexican and U.S. consortium members. Where applicable, the narrative must indicate the level of financial support from other public and private sources.

Letters of confirmation from these sources should also be attached to the “Budget Narrative Attachment Form.” For U.S. applicants, the budget figures must be submitted in U.S. dollars.

9. **OTHER ATTACHMENTS FORM.** You will attach three documents to this form: Personnel Information; Planning Timetable with Outcomes to be Achieved for Each Year of the Project; and Endorsement Letters. Please create electronic documents, in .doc, .pdf. or .rtf formats, and attach each of these documents separately to the Other Attachments Form. The following information should be included in each document:
- **PERSONNEL INFORMATION:** You should clearly state the qualifications of the Project Director and the personnel related to the project. Please include in your attachments for the narrative section brief one-page bios, highlighting relevant skills and experience of the personnel. If you must include a résumé, please limit it to fewer than five pages. Only attachments of this information will be considered.
 - **PLANNING TIMETABLE WITH OUTCOMES TO BE ACHIEVED FOR EACH YEAR OF THE PROJECT:** Please include a planning chart listing goals and planned outcomes. This chart should fit your evaluation plan. Only Timetables that are attached will be considered.
 - **ENDORSEMENT LETTERS:** You may attach letters of support from a senior executive officer of each academic partner in the consortium, indicating how this project fits within the academic exchange policy and the international strategy of the institution, and emphasizing what this project will add to that strategy. Other major parties involved in the consortium should also indicate in writing their commitment to this project. Endorsement letters should be attached to the narrative of your application. Only endorsement letters that are attached will be considered.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required):		

	<p>Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>18.</p> <p>19.</p> <p>20.</p>	<p>Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.</p> <p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p> <p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
<p>9.</p>	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td data-bbox="175 846 451 1507"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td data-bbox="451 846 735 1558"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	<p>21.</p>	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>				

**INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424**

a. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check "Yes" or "No" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, leave blank.

Check "Yes" if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the requirements for novice applicants.

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

If Not Human Subjects Research. Check "No" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check "Yes" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "Yes" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for Department of Education Supplemental Information For SF 424.")

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "Yes" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for Department of Education Supplemental Information For SF 424."

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "No" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions for Department of Education Supplemental Information For SF 424"

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, DC 20202-4260.

**DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424**

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the only involvement of human subjects will be in one or more of the following six categories of exemptions are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to

allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) Human Subjects Involvement and Characteristics: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) Sources of Materials: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) Recruitment and Informed Consent: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) Potential Risks: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) Protection Against Risk: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) Importance of the Knowledge to be Gained: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) Collaborating Site(s): If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education’s Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Instructions Summary Budget Form for U.S. Lead/ Fiscal Agent

1. Program: Select North American Program.

2. Select One: Please select Lead (fiscal agent).

3. Name of Institution/Organization: Please fill in name of institution/organization. The Summary Budget Form must list totals for the U.S. lead plus the total of the partners as subcontracts (in line 7). Please enter amounts in whole dollars. Please attach the budget narrative and a spreadsheet with detailed explanations for lead institution and partners to the “Budget Narrative Attachment Form.” For example, for the salary category, please list the name of the individual and how the salary request is being calculated. Subcontract (partner) budget must be calculated in the budget narrative to be attached to the “Budget Narrative Attachment Form.”

4. Personnel (Salary & Wages): Enter totals for the salaries and wages for the U.S. Lead only.

5. Fringe Benefits (Employee Benefits): Enter totals for the U.S. lead only.

6. Travel: Enter travel costs for the U.S. lead only. There are two major categories of travel—1) the annual program meeting for all projects (fall 2006 in the United States, fall 2007 in Canada, and fall 2008 in Mexico), 2) individual consortium meetings (in the United States, Canada, or Mexico). Travel funds for a second individual consortium meeting in the United States or in Canada or Mexico should also be submitted for each budget year. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the fall and once at a separate meeting for the individual consortium (either in the United States, Canada, or Mexico).

7. Equipment (Purchase). FIPSE does not typically cover equipment purchases.

8. Supplies (and materials): Enter total for the U.S. lead only.

9. Contractual (enter partner totals here): Enter total for subcontracts with the partner institutions, consulting and evaluation. The recommended consulting amount, including travel costs, for a consortium is \$5000 budgeted over four years.

10. Other (equipment rental, printing, etc.): Enter totals for the U.S. lead only.

11. Total Direct Cost. Field is calculated automatically.

12. Indirect Costs: Indirect costs are limited to items totaled under line 11 (Total Direct Cost). The U.S. Department of Education uses a training rate of 8 percent for grants in the North American Program. The 8 percent training rate applies to all U.S. partners in the consortium.

13. Mobility Stipends: Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 7 students at \$3000 each for the U.S. lead and the U.S. partner.) The minimum amount budgeted must be \$42,000 and should be entered only for years two, three, and four. This is a “training stipend” and is restricted to student use only. More mobility stipends may be requested but this will not increase the total amount of the grant. Mobility stipends are entered only on the U.S. lead /fiscal agent budget. Note: Consistent with EDGAR 75.562, c, and 75.564, stipends are not subject to indirect cost.

14. Language Stipends: Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 7 students at \$1000 each for the U.S. lead and the U.S. partner.) The language stipend may be used in years one, two, three, and four. This is a “training stipend” and is restricted to student use only. Note: Consistent with EDGAR 75.562, c, and 75.564, stipends are not subject to indirect cost. Unused funds in this line may only be used for additional mobility stipends. Language stipends are entered only on the U.S. lead /fiscal agent budget. This is an optional item in the budget.

15. Subtotal of Stipends (lines 13 + 14): Field is calculated automatically.

16. Total requested from FIPSE (lines 11 + 12+ 15) (These figures should appear on the Title Form): Field is calculated automatically.

17. Lead Partner Non-Federal Funds: Enter total funding not requested from FIPSE.

18. Subcontractor(s) Partner Non-Federal Funds: Enter total funding not requested from FIPSE by partner institutions.

19a. Total Requested from Canada: Enter the dollar amount requested by Canadian partners.

19b. Total Requested from Mexico: Enter the dollar amount requested by Mexican partners.

19c. Total Requested from Brazil: Leave Blank.

19d. Total Requested from Europe: Leave Blank.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 12, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Instructions for Completing the ED FIPSE Consortium Partners Identification Form

When completing the consortium partners identification forms, it is essential that you list *both the lead and partner institutions for each country before moving back to the application package.* The consortia identification forms serve as identification for all U.S. and foreign partners involved in your consortium.

You are required to complete the original form for both the Lead Partner and Partner Two, and two extracted copies. IF YOU DO NOT COMPLETE ALL REQUIRED INFORMATION YOUR APPLICATION WILL NOT BE SUBMITTED PROPERLY AND WILL BE REJECTED BY GRANTS.GOV.

STEPS FOR COMPLETING THE CONSORTIUM PARTNERS IDENTIFICATION FORM:

1. Enter all information on the first page for lead partner (lead U.S. institution).
2. Select “Next” at the top of the page
3. Enter all information for Partner Two (U.S. partner institution)
4. Select “Next” at the top of the page
5. Do not fill out any information for Partner Three, simply select “Next” at the top of the page.
6. On this page you are required to extract a new form and complete it for the lead foreign partner and partner two for Canada. To extract the form select the button “Select to extract the Consortium Partners Identification Form Attachment.”
7. Save the extracted file (blank copy of the original form) to your computer.
8. Using the extracted file you saved enter all information on the first page for lead Canadian partner.
9. Select “Next” at the top of the page
10. Enter all information for Partner Two (Canadian partner institution)
11. Select “Next” at the top of the page
12. Do not fill out any information for Partner Three, simply select “Next” at the top of the page.
13. Save the completed document to your computer.
14. Return to the original form where you “extracted” the copy and attach the copy you completed for the Canadian partner under “Please Attach Attachment 1” using the “Add Attachment” button.
15. Extract a new form and complete it for the lead foreign partner and partner two for Mexico. To extract the form select the button “Select to extract the Consortium Partners Identification Form Attachment.”
16. Save the extracted file (blank copy of the original form) to your computer.
17. Using the extracted file you saved enter all information on the first page for lead Mexican partner.
18. Select “Next” at the top of the page
19. Enter all information for Partner Two (Mexican partner institution)
20. Select “Next” at the top of the page
21. Do not fill out any information for Partner Three, simply select “Next” at the top of the page.
22. Save the completed document to your computer.
23. Return to the original form where you “extracted” the copy and attach the copy you completed for the Mexican partner under “Please Attach Attachment 2” using the “Add Attachment” button.

PLEASE NOTE: In order to complete these forms correctly you must extract and complete a copy of the form. When extracting a form you are basically saving a clean copy of the pure edge form to your computer, completing that form and reattaching it to the pure edge application. Reminder: To extract the forms fill out the original form, select the “NEXT” button at the top of the page until you reach a button that says “Select to extract the Consortium Partners Identification Form Attachment.” Select that button, you will be prompted to save a copy of the form onto your computer, complete that form and attach it to the page where you selected to extract the attachment. To attach the extracted form you must select “Add Attachment” on the page where you extracted the form and select the form you completed and saved on your computer.

Submission Process: U.S., Canada, and Mexico

The three lead institutions in each country must submit a separate application to their respective funding agencies. Applications not received by all three countries will not be considered. Please follow the application guidelines for the country in which your lead institution is situated.

Applications must be submitted electronically using the Grants.gov Apply site at: <http://www.grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application.

Submission of Proposals in Canada and Mexico: The Canadian and Mexican lead institutions must also submit applications to their respective government authorities at the following addresses:

For information in Canada, please contact:

Christiane Boulanger
Program for North American Mobility in Higher Education
International Education Unit, Learning and Literacy Directorate
Human Resources Investment Branch
Human Resources and Skills Development Canada
Jules Léger Building
25 Eddy Street
10th Floor Mail Room
Hull, Québec
Canada K1A 0M5
Tel: (819) 953-3857
Fax (819) 953-8147
E-mail: christiane.boulanger@hrdc-drhc.gc.ca

For information in Mexico, please contact:

José Luis León Ramirez, Ph.D.
Programa para la Movilidad en la Educación Superior de America del Norte
Dirección de Desarrollo Universitario/DGES/SESIC/SEP
San Fernando no. 1
Col. Toriello Guerra
Tlalpan
14050 México, D.F.
Tel.: (525) 723-6767
Fax: (525) 723-6763
E-mail: jleon@sep.gob.mx

A final note for U.S. applicants:

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site "<http://www.grants.gov/CustomerSupport>

Application Checklist

Use This Checklist While Preparing Your Application Package: All items listed on this checklist are required.

The Application Package:

- ☐ SF-424
- ☐ Department of Education Supplemental Information for SF-424
- ☐ ED FIPSE Project Title Form
- ☐ ED FIPSE Budget Summary Form
- ☐ ED FIPSE Consortium Partners Identification Form:
 - Completed three (3) times
- ☐ ED Abstract Form:
 - Attach Abstract
- ☐ Program Narrative Attachments Form:
 - Attach Project Description
- ☐ Budget Narrative Attachment Form:
 - Attach Budget Narrative/Summary, and
 - Letters of Confirmation
- ☐ Other Attachments Form:
 - Attach Personnel Information,
 - Planning Timetable, and
 - Endorsement Letters
- ☐ 424B
- ☐ Grants.gov Lobbying Form
- ☐ GEPA
- ☐ Survey Ensuring Equal Opportunity